



Citizen Advisory Focus Group Overview:

1. Purpose: To identify top recommendations, per that specific focus group, for City Administration to consider implementing.
2. Organization:
 - a. 6-8 members
 - b. Moderator/Coordinator
3. Recruitment:
 - a. Moderator/Coordinator: Targeted solicitation
 - b. Group members: Open invitation process
 - c. Citizen Connect: The city will identify other citizens with like interests
4. Term:
 - a. In an effort to continue to have positions for citizens to serve, it is recommended that this group gets turned over every 2 years, upon interest of other parties.
 - b. Citizens are encouraged to continue to stay active indefinitely on the electronic list serv for the Citizen Advisory Focus Group.
5. Meetings:
 - a. 2-4 times per year as requested by City Administration.
 - b. Meet with City Administration as needed.
 - c. City Resources (facilities, computers, refreshments, etc.) can be made available, as needed.
6. Responsibilities:
 - a. Organize recommendations by priority, costs, pros and cons
 - b. Include related materials and data (studies and research, etc.)
 - c. Interact with all citizens that have questions, ideas, or concerns relative to that interest.
 - d. Engage and integrate citizens that have expressed interest in participating with specific Focus Group.
 - e. Work closely with City Management regarding all levels of Citizen Advisory Focus Group engagement.
7. Specific Citizen Advisory Focus Groups
 - a. Behavioral Health
 - b. Finance/City Budget
 - c. Cultural Arts



SANDY CITY ADMINISTRATION

KURT BRADBURN
MAYOR

MATTHEW HUISH
CHIEF ADMINISTRATIVE OFFICER

- d. Sustainability
 - e. Trails and Open Spaces
 - f. Smart City/Technology
 - g. Community Events
 - h. Development/Redevelopment
 - i. Community Health
 - j. Other: TBD
8. Onboarding and Ongoing Operations:
- a. City Administration to hold a kick off meeting with Citizen Advisory Focus Groups
 - b. Leadership trainings as needed
 - c. CAO as point liaison with group moderator/coordinator